SouthWestern

ARAMS Keepers Portal Application

User Guide June 2015

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1. Document Information

Terms & Definitions

Term	Description
ARAMS	Animal Recording and Movement Service
DEFRA	Department for Environment, Food and Rural Affairs
APHA	Animal and Plant Health Agency
RPA	Rural Payments Agency
APHIS	Animal and Public Health Information System
AMLS	Animal Movements Licensing System (Owned by RPA)
ETAS	EarTag Allocation System
LA	Local Authority
SW	SouthWestern
DMR	Digital Mail Room
AC	Assembly Centre
CC	Collection Centre
CPH	County Parish Holding – number to identify and agricultural holding
FMP	Farm Management Package
CSV	Comma separated values

2. Introduction

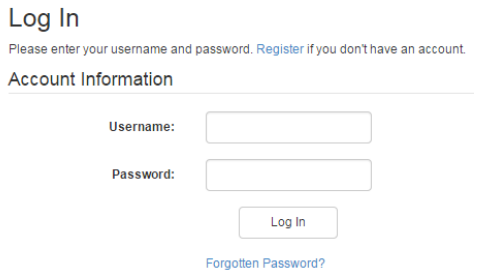
The purpose of this document is to provide farmer portal users with guidelines and procedures to follow to assist them to correctly and accurately record and maintain the electronic recording of sheep, goats and deer moves in England and to Scotland. This document lays out step by step

procedures to follow to navigate the Keeper's Portal application, so that the user can complete the following actions

- Login
- Record a Move
- Confirm a Move (Existing or a New Move)
- Print a Movement Document
- Holding Register
- Annual Inventory
- Search Moves
- Link other CPH numbers

3. Login

Once the registration has been completed by the user and approved by ARAMS, the user can login with their username and password to access the farmer's portal.



Password Security as follows:-

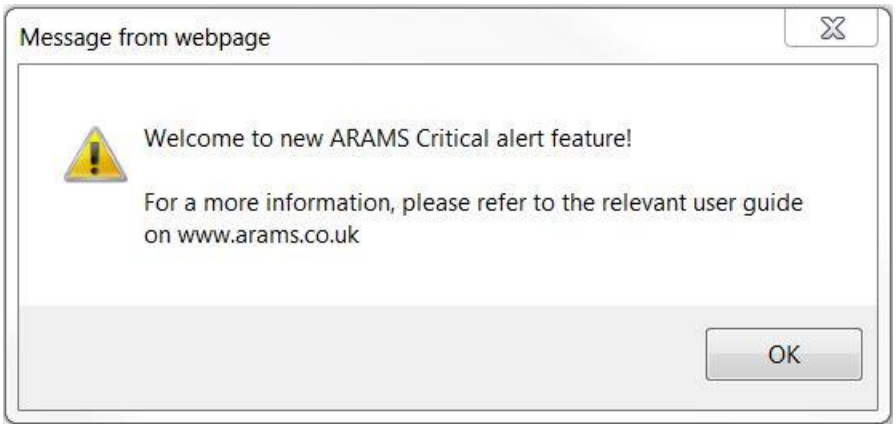
- Unused or dormant accounts should be suspended or deleted after 24 months of inactivity.
- User's account will be revoked after 3 failed attempts at login.

User Note: In case of difficulties logging in please contact the Technical Helpline on 0844 573 0137 (Option 3).

Once logged in, you will see the important information box displayed on the home screen, as shown below.

Important Information
Welcome to new ARAMS Notifications feature!
For a more information, please refer to the relevant user guide on www.arams.co.uk

The critical alert will be displayed at the top of the home screen and will inform you of any system or technical issues with the portal. Critical alerts will only be displayed while active.


Message from webpage
Welcome to new ARAMS Critical alert feature!
For a more information, please refer to the relevant user guide on www.arams.co.uk
OK

Farmers that are using Third Party software will now also be able to access the full functionality of the portal. As a package user, you will now be able to record movements, confirm movements, access the holding register and edit user details through the ARAMS portal.

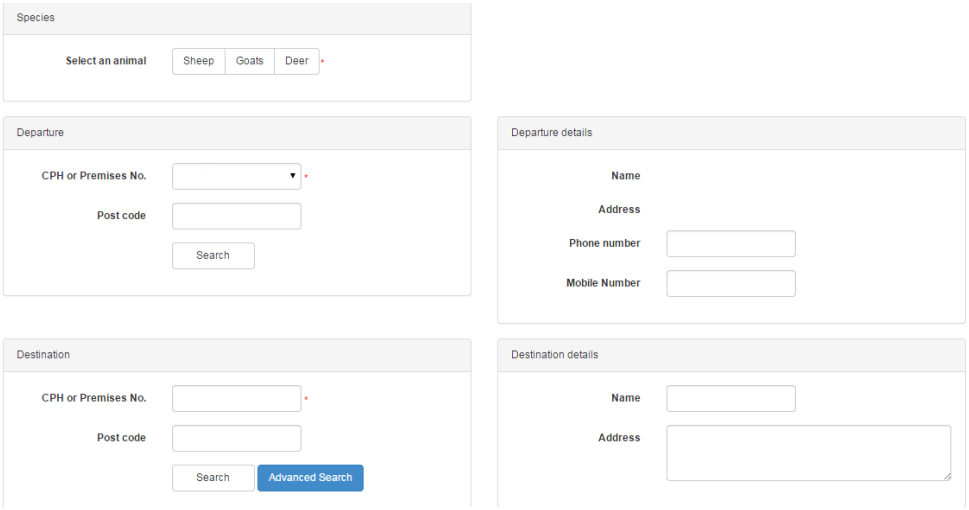
4. Record Movement

This function allows the keeper to record a move from their premises, including a facility to upload a file of tags or the facility to manually record tag numbers. The user is supplied with five tabs to record the details required to complete a move. The five tabs are Premises, Movement Detail, Animal Detail, Haulier, and Food Chain Information (FCI).

There is also an option under the record movement button to record movements to common land or ports. This process is the same as it is for the normal record movement as stated below.

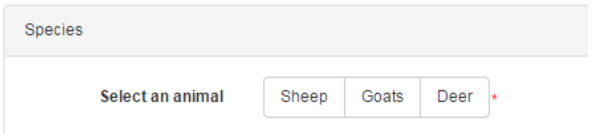
5. Premises

The premises tab is split into five sections – Species, Departure, Departure details, Destination and Destination details.



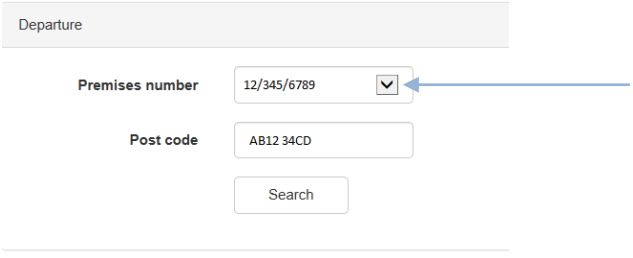
5.1 Species

Step 1 – The user records the species of the animal(s), by selecting from sheep, goats or deer.



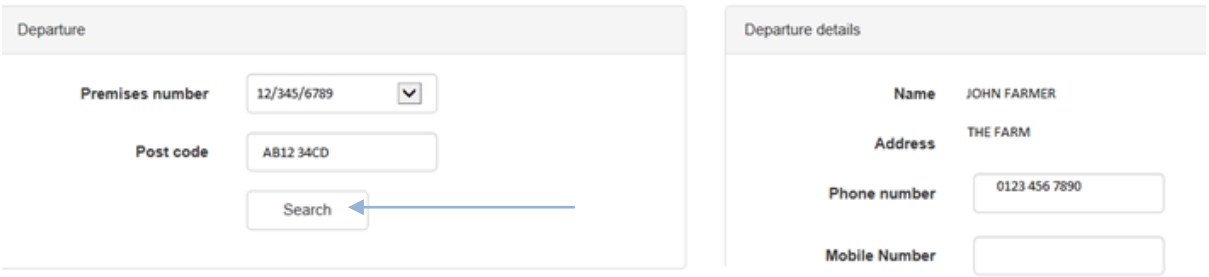
5.2 Departure Details

Step 1 – The user selects their CPH number from the drop down menu (which will be populated with all CPH numbers linked to their main CPH number).



Step 2 – The user enters the postcode associated with the CPH number selected. The postcode must contain a space in the relevant place (example AB12 14GY).
(User note: The postcode field is optional. The CPH can still be searched without the postcode).

Step 3 – The user selects search and the departure details populate on the right hand side.



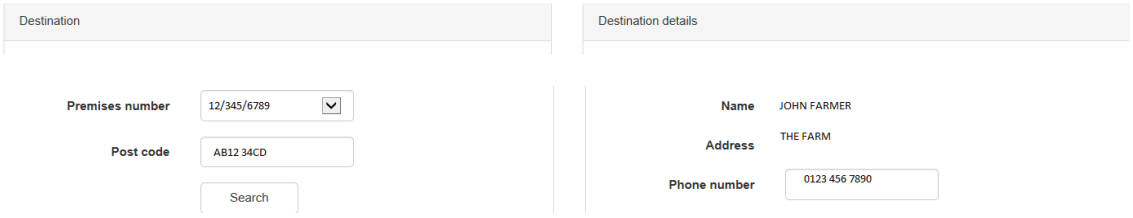
5.3 Destination Details

Step 1 – The user enters the destination CPH number, including the forward slashes in the relevant places (example 12/345/6789).

Step 2 – The user enters the destination postcode associated with the destination CPH number entered. The postcode must contain a space in the relevant place (example AB12 14GY).
(User note: The postcode field is optional. The CPH can still be searched without the postcode).

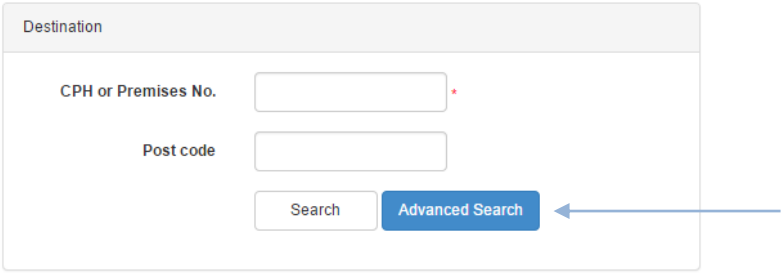
If the keeper has moved animals to or from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the 'CPH or Premises No' box.

Step 3 – The user selects search and the destination details populate on the right hand side.

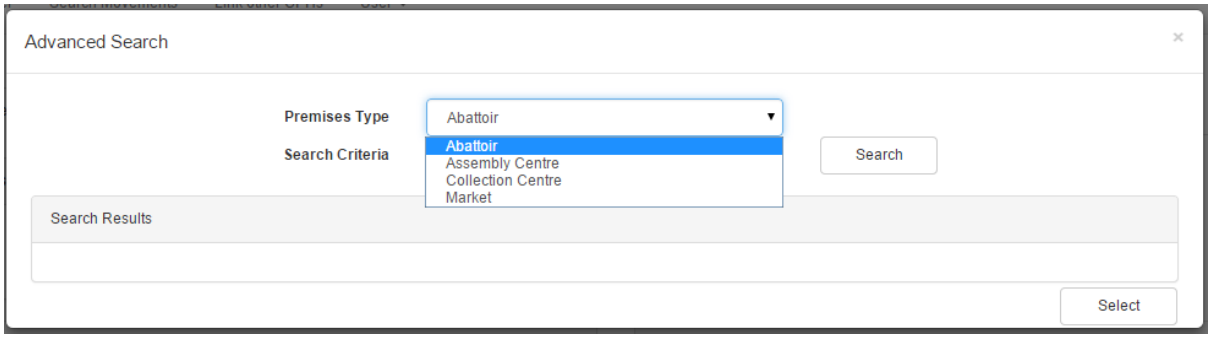


There is also an option to search for abattoir, market, collection centre and assembly centre CPHs.

Step 1 – Click on the 'Advanced Search' button in blue on the destination details section

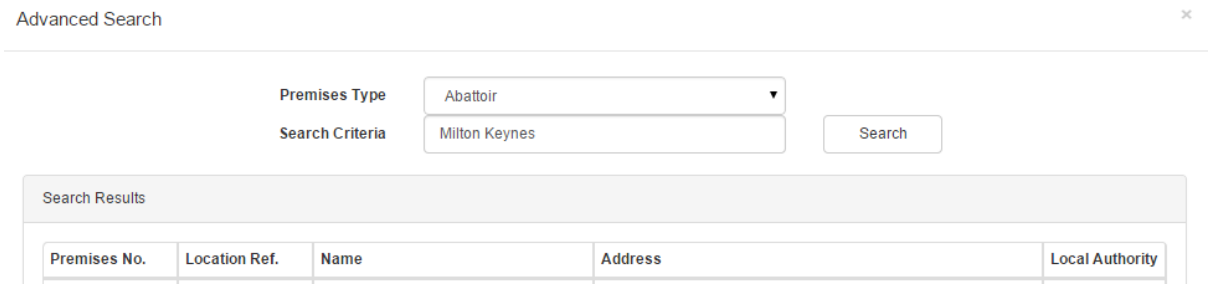


Step 2 – Select abattoir, assembly centre, collection centre or market from the drop down tab



Step 3 – Type in the search criteria with any information you have i.e. town, postcode or name of company. Then press search.

Step 4 – Once the search results appear, they will be in a table with these headings



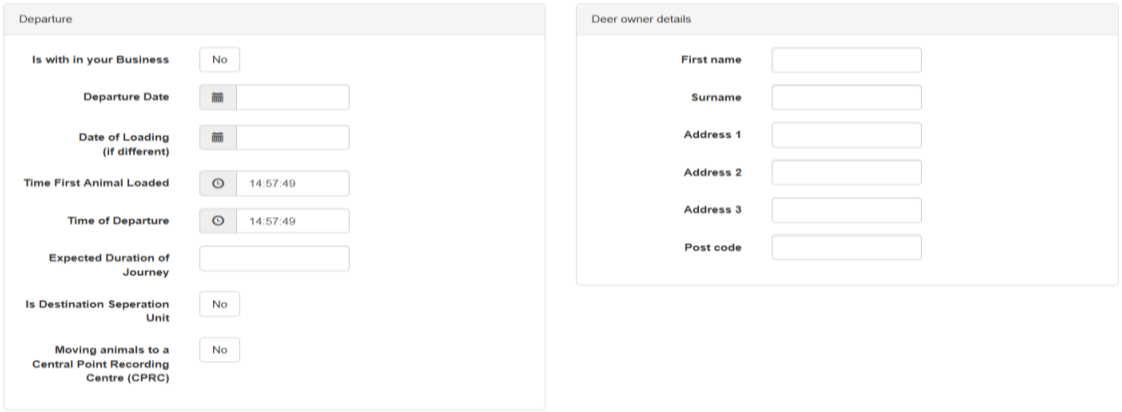
Here you can then click on the correct holding and press 'select'. This should then prepopulate the destination keeper details for you

To move between the tabs, you can use the 'back' and 'next' buttons at the bottom of the screen.

6. Movement Detail

The movement tab is split into three sections – Departure, Deer owner details and Exemptions.

6.1 Departure and Deer Owner Details



Step 1 – If the animals are moving within the keepers business, the user selects 'Yes'. If the animals are <u>not</u> moving within the keepers business then the value should be left defaulted to 'No'.

Step 2 – The user records the departure date they wish to use, by using the departure date interactive calendar.

Step 3 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar.

Step 4 – The user records the expected duration of the journey if relevant.

Step 5 – The user selects either Yes or No to accurately record if the destination is a Separation Unit (Isolation Unit).

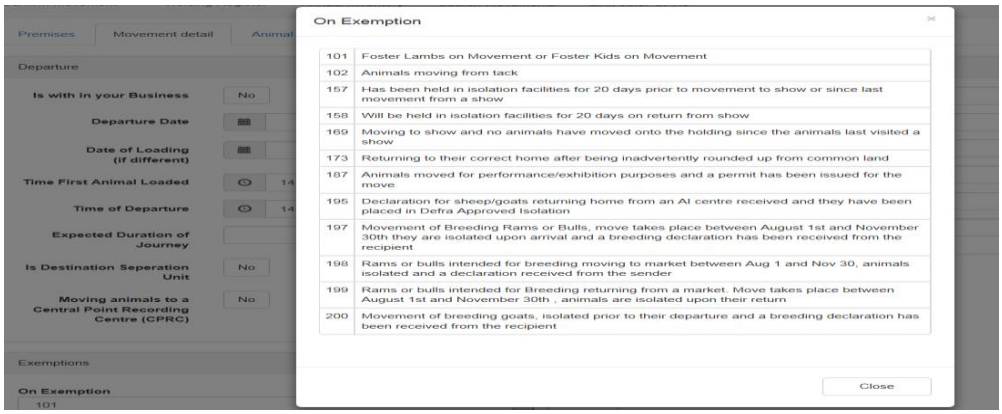
Step 6 – The user selects either Yes or No to accurately record if the moving animals to a Central Point Recording Centre (CPRC).

Step 7 – The user can complete the Deer Owner details if these details are relevant to the move being created.

User Note: The two time fields - Time first animal loaded and time of departure fields are automatically populated with the time the movememt record is created.

6.2 Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu. Exemption code descriptions can be found by selecting the help icon.

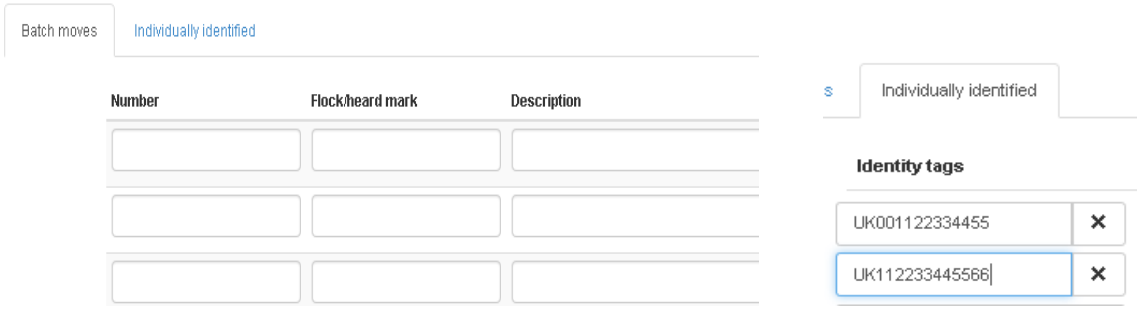

Premises
Movement detail
Animal
Departure
Is with in your Business
No
Departure Date
Date of Loading (if different)
Time First Animal Loaded
Time of Departure
Expected Duration of Journey
Is Destination Seperation Unit
No
Moving animals to a Central Point Recording Centre (CPRC)
No
Exemptions
On Exemption
101
On Exemption
101 Foster Lambs on Movement or Foster Kids on Movement
102 Animals moving from tack
157 Has been held in isolation facilities for 20 days prior to movement to show or since last movement from a show
158 Will be held in isolation facilities for 20 days on return from show
169 Moving to show and no animals have moved onto the holding since the animals last visited a show
173 Returning to their correct home after being inadvertently rounded up from common land
187 Animals moved for performance/exhibition purposes and a permit has been issued for the move
195 Declaration for sheep/goats returning home from an AI centre received and they have been placed in Defra Approved Isolation
197 Movement of Breeding Rams or Bulls, move takes place between August 1st and November 30th they are isolated upon arrival and a breeding declaration has been received from the recipient
198 Rams or bulls intended for breeding moving to market between Aug 1 and Nov 30, animals isolated and a declaration received from the sender
199 Rams or bulls intended for Breeding returning from a market. Move takes place between August 1st and November 30th , animals are isolated upon their return
200 Movement of breeding goats, isolated prior to their departure and a breeding declaration has been received from the recipient
Close

The user needs to select exemption code 185 for Deer movements to abattoirs.
185 - Animals Moved to a slaugther market/collection centre, from where the only move is to slaugther .

7. Animal Detail

In the ‘animal detail’ tab the user can record the number of animals moving per flo
(batch moves) and the individually identifications of animals, the system when req

calculate the total number of animals provided.



Step 1 - The user records the number of animals and the associated flock / herd number in the batch moves tab. The system will allow for extra batches to be inputted as more boxes will appear underneath the previous as you start to type in the information.

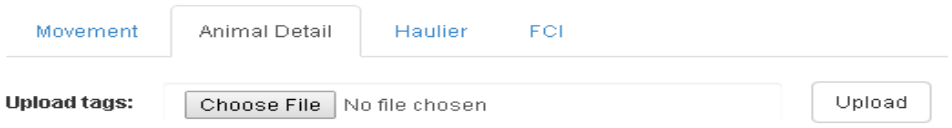
Step 2 - If the premise has provided individual identifications the user will record each ID under the individual identified tab.

Step 3 - The user clicks the 'Calculate' button which automatically totals the number of animals keyed from both the batch moves and the individual identified tabs.

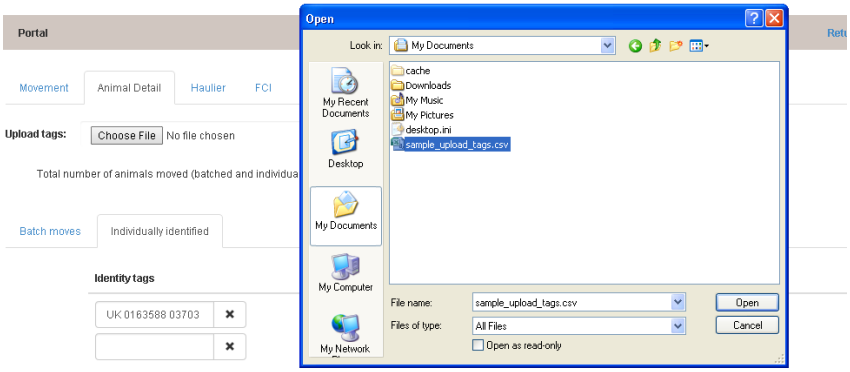
7.1 Uploading Tag File

Step 1 – The user checks the file of tags to upload into the system is in the correct format. (Two formats e.g. UK 0163588 03703 or 826 0090909090).

Step 2 – The user selects the 'Choose File' icon, this will open another window to allow the user to browse for the file to upload.



Step 3 – The user selects the file they wish to upload and clicks on the 'open' button



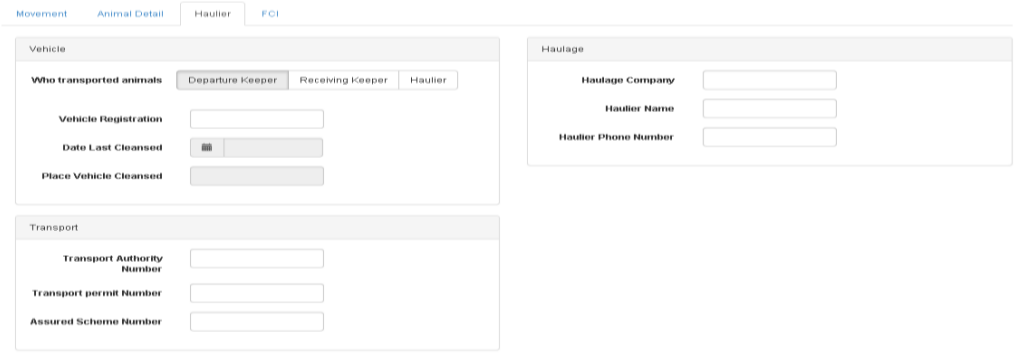
Step 4 – The user selects the 'Upload' button. If upload is successful, a message will appear stating the number of tags found.

Once the animal details have been completed, the user moves on the Haulier tab

8. Haulier

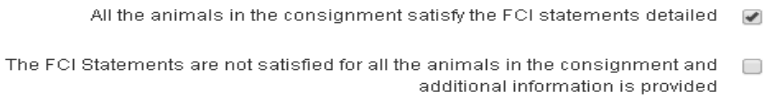
Step 1 – The user records all the information provided by the transporter in the relevant fields provided on screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, date last cleansed and place vehicle cleansed will be unlocked to record that information.



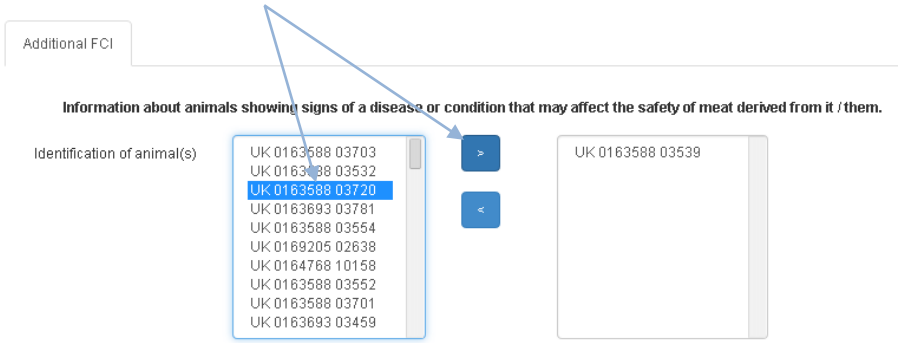
9. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements dependant on which statement is appropriate for the move being recorded.

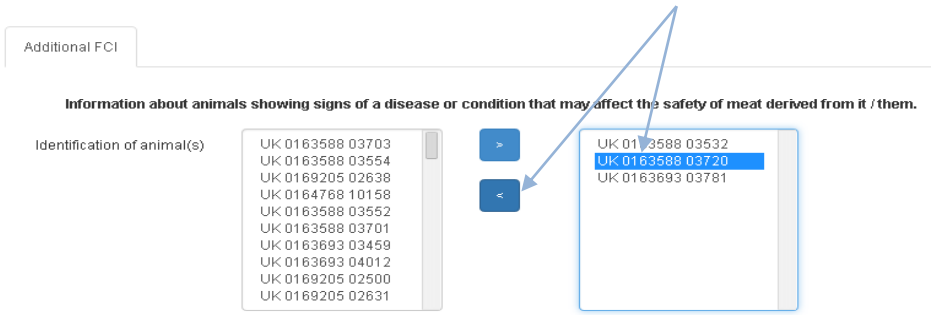

All the animals in the consignment satisfy the FCI statements detailed
The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided

9.1 Additional FCI

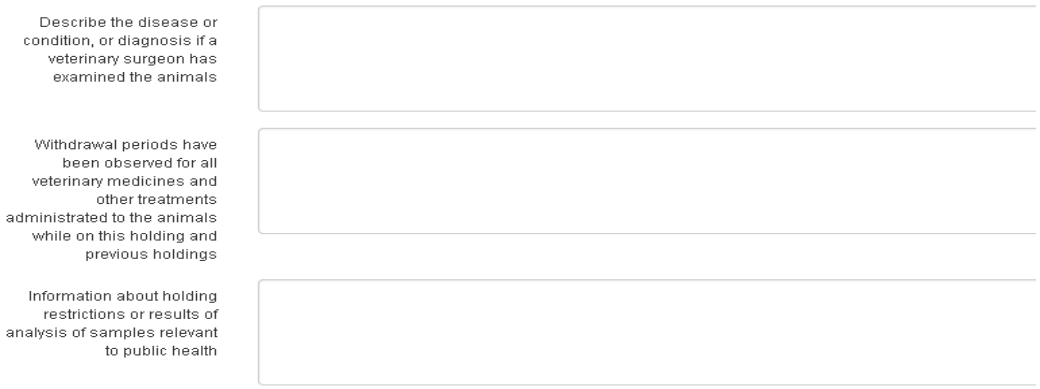
Step 1 – The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.



Step 2 – The user can 'un-flag' a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

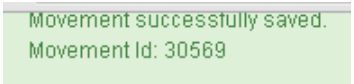


Step 3 – The user records any relevant information given by the keeper in the three free text fields


Describe the disease or condition, or diagnosis if a veterinary surgeon has examined the animals
Withdrawal periods have been observed for all veterinary medicines and other treatments administrated to the animals while on this holding and previous holdings
Information about holding restrictions or results of analysis of samples relevant to public health

10. Submitting a Move

Once the user has completed all the details in each tab the user selects the 'save' button, the system will then save the move and a message will appear on screen – Movement Successfully Saved – Movement ID: xxxx



User Note: Moves to Collection Centres, Assembly Centres and Markets in England will only populate and generate a movement document to print and will not save on ARAMS. Moves from England to Markets and Abattoirs in Scotland will only populate and generate a movement document to print. The recorded move will not save on ARAMS.

11.1. Common Land Movements

Please select "Record Movement" from the top main header; this will then generate a sub menu drop down which contains the option to "Record Movement" and "Record Movement to Common Land".

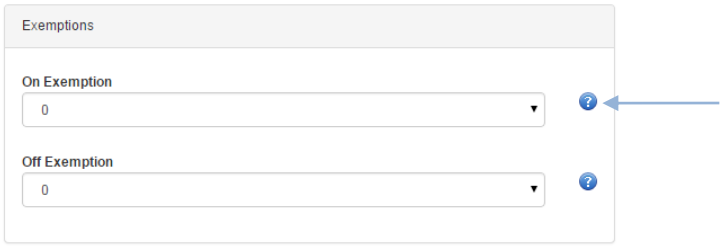
Select "Record Movement to Common Land":

The first tab that opens is "Premises".

- Select the "Species" type
- Under Departure section, enter Postcode and click on 'Search'. Details will populate on the right hand side (CPH should already be populated)
- Under Destination section, enter CPH or Premises No, Postcode and click on 'Search'. Details will populate on the right hand side (Entering CPH No. is mandatory)

The second tab is "Movement detail".

- Enter Departure details
- On and Off Exemptions should be completed if they do apply. The question mark at the end of each box can be clicked for a full explanation of the exemption codes.



- Enter Arrival details

The third tab is "Animal detail".

If ear tags have been scanned and saved on the computer in a CSV. file: (Attached Separately)

- Click choose file button to open file where tags have been saved.
- Choose the file then click open.
- The system will automatically calculate the amount of tags in the file.

To batch move:

- Input the total amount of animals in the batch.
- Input the flock or herd mark.
- Input the description.
- Select the “Calculate” button and the system will calculate the totals in the box to the left of the calculate button.

To Individually Identify:

- Enter the tag number in the following format: UK 0 001234 001123.
- The above format is made up of the following UK 0 FLOCKMARK INDIVDUAL NUMBER.
- Select the “Calculate” button and the system will calculate the totals in the box to the left of the calculate button.

The forth tab is “Haulier”

- Enter Vehicle details.
- Select who transported the animals.
- Enter the “vehicle Registration”

“Date last Cleansed” and “Place Last Cleansed” are not editable. “Transport” and “Haulage” are only relevant if a Haulier is transporting the Animals.

The fifth tab is “FCI”:

- If you are happy all the animals in the consignment satisfy the FCI statements detailed then you may tick the box if you chose.
- If The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided you may tick the box if you chose.

Any Individually Identified animals or animals in the CSV. File will appear in the “Additional FCI” tab.

Any disease or condition must be described.

Any withdrawal periods or medicines must be described

Any information about holding restrictions or any information relevant to public health must be described.

Once the above steps have been completed then you must select “Print” if you wish to do so before you select to “Save” the movement.

Once the movement is saved you will get a green box at the top of the page stating that “The Movement Was Submitted”

11. Confirm Movement

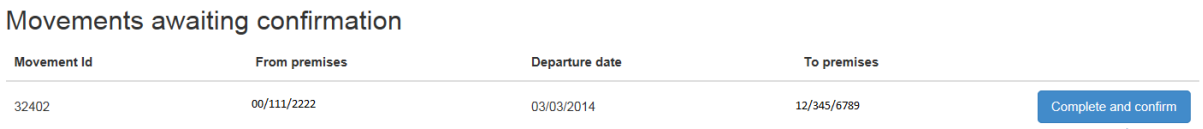
There are two options within the confirm move tab, existing movements and new movements.

For the existing movements section there is now the functionality to upload your animal tags.

Please see section 7.1 Uploading Tag File.

11.1 Existing Movements

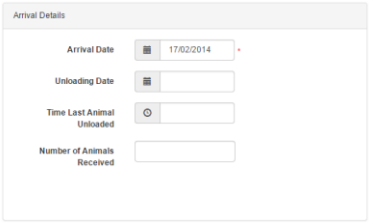
All movements that are waiting for confirmation can be found in this tab.



Step 1 – The user selects the Complete and Confirm button

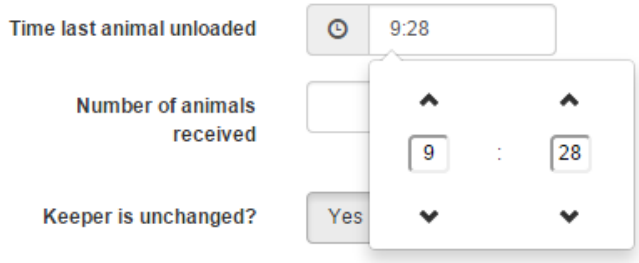
Step 2 – The user is then presented with the five tabs used to create the move, however the only fields available for the keeper to complete are contained in the movement and animal detail tabs.

Step 3 – The arrival date will auto populate in accordance to the departure date but this can be changed if necessary.



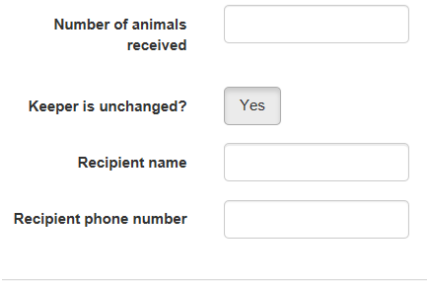
Step 4 – The user only records the Unloading Date (if different from the arrival date) by using the unloading date interactive calendar.

Step 5 – The user can change the "Time last animal unloaded" by using the time picker.



Step 6 – The user enters the total number of animals received making sure to enter a numeric value.

Step 7 – The user selects either Yes or No to accurately record if the Keeper is unchanged.



Step 8 – The user enters the recipient name and phone number and moves onto the animal detail tab.

Step 9 – The user can amend if required the ID's and number of animals in the animal detail tab. Here you are able to upload tag lists if available.

11.2 Verifying an Existing Move

Once the user has checked that all the necessary fields are correct and has entered the information contain in the above steps (Confirm Movement>Existing Move) the user can select the verify button, the system will validate some of the details entered. Once the user is satisfied the details are correct the user can confirm the move

11.3 Confirming a Move

The user selects the confirm button, this saves the movement details added by the destination keeper and confirms the move.

11.4 New Movements

The user can record a new move onto their premises that has not been set up electronically by the departure keeper. (i.e. the departure keeper is using paper forms)

The user must complete all the fields for both the departure and the destination keeper. The destination keeper must remember to record all the departure details as well as the arrival details to create a complete move.

12. Print Movement Document

The user can print a movement document by selecting the print button after creating a move.

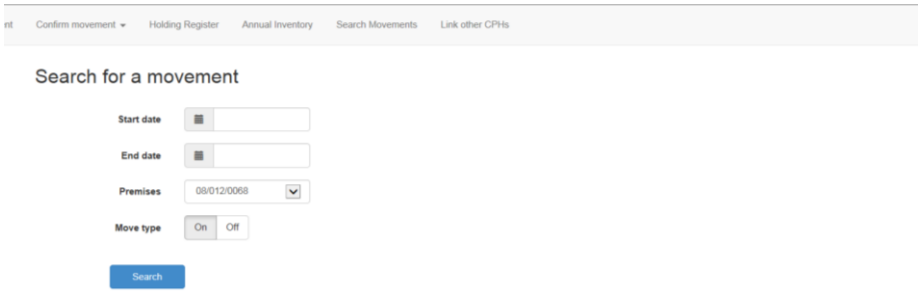
The document will then open in a new window for the user to print the four copies required, populated with the movement details provided.

Movement Document under the Sheep and Goats (Records, Identification and Movement) (England) Order 2009 (as amended).
Movement ID: 32628
SouthWestern
Department for Environment Food & Rural Affairs
1. Departure Location
Departure CPH 12/345/6789
Keeper's name and full postal address of holding
of Departure
JOE BLOGGS
THE FARM
Postcode CA14 4TY
Full postal address of Destination
JOSEPHINE BLOGGS
THE FARM
Postcode CA14 4QY
Sheep Goats
No. of Animals
Individual identification number(s) or Flock / Herd Mark(s)
10
ABC1234
10
<<< Total Number of Animals moved
Please tick box if:
Return from rounding up from common land
Moving animals within your business that remain under your day to day care and control
Moving animals to a Central Point Recording Centre (CPRC)
Using a supplementary sheet (ARAMS-S) or attaching a list of individual identification numbers (stapled to this form)
Destination Isolation/Separation Unit
Destination Exhibition or Performance (Non CPH)
Food Chain Information (FCI) - for sheep and goat movements to slaughter only
All the animals in the consignment satisfy the FCI statements detailed on the reverse of this form.
Tick one box

13. Search Movements

The user can search for all movements recorded.

Step 1 – The user selects 'Search Movements' provided on the menu.

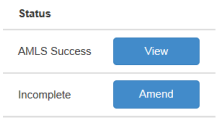


Step 2 – The user selects date range using the interactive calendars provided.

Step 3 – The user can select which CPH number to conduct the search on, if they have more than one CPH number.

Step 4 – The user selects 'on movement' or 'off movement' dependant on what type of move the user needs to retrieve.

Step 5 – The user selects search button and all the relevant records are retrieved. To view the movements full details the user selects the View or Amend link and this opens the movement detail screen as explained in the "Record Movements" section of this document.



User Note: The status of the record states at what stage the record is in the process.

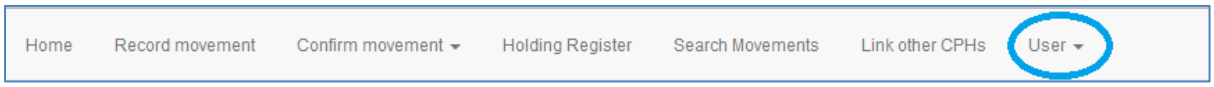
14. Annual Inventory

Please note: The present system for recording and submitting an annual inventory remains in place.

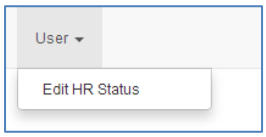
User Note: Moves to Collection Centres, Assembly Centres and Markets in England will only populate and generate a movement document to print. The recorded move will not save on ARAMS. Moves from England to Markets and Abattoirs in Scotland will only populate and generate a movement document to print. The recorded move will not save on ARAMS.

15. Holding Register – Signing Up

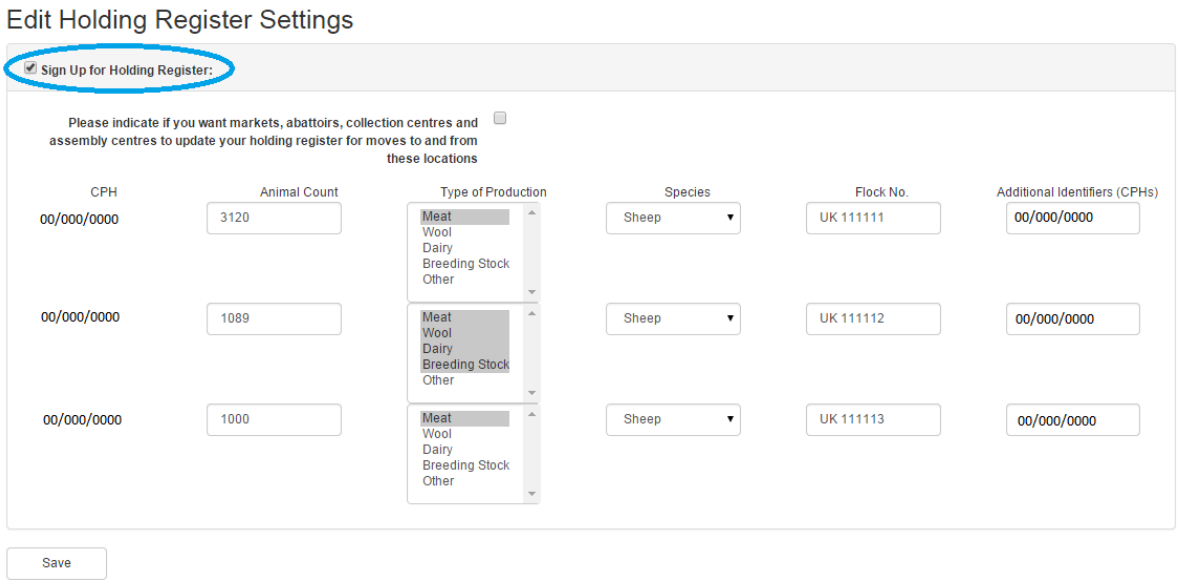
NOTE: If you have already registered to use the Farmers Portal all you will need to do is login to the portal as normal and you should see "User" on the menu bar.



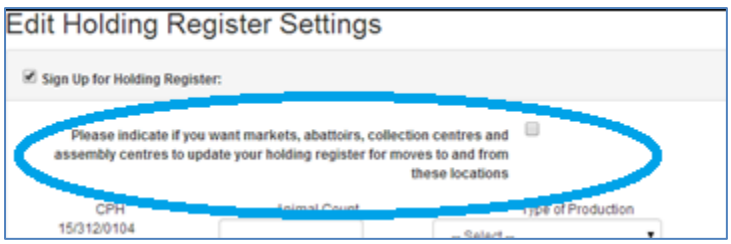
Click on the User drop down option and select Edit HR status. This will allow you to sign up for the holding register.



Tick the box to **Sign Up for Holding Register**.



If you would like to receive automatic updates to your holding register for movements from/to your holding to/from markets, collection centres and assembly centres, and to abattoirs, tick the box to enable this option.


Edit Holding Register Settings
Sign Up for Holding Register:
Please indicate if you want markets, abattoirs, collection centres and assembly centres to update your holding register for moves to and from these locations
CPH
Type of Production
15/312/0104

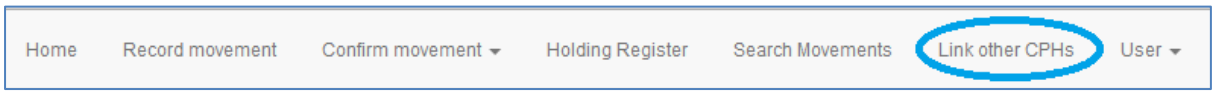
Displayed is a list of linked CPH's. Each CPH number you have linked will have its own holding register with separate date that you will be able amend at any point. The following fields will need to be completed for each CPH number

- Animal Count:..... The number of animals you have in your holding. This can be reset at any time.
- Type of Production:..... Meat, Wool, Dairy and Breeding (select one or more options).
- Species: ..... Select sheep, goats or both.
- Flock/Herd Mark: ..... UK 244220

Click **SAVE** to update your CPH holding register.

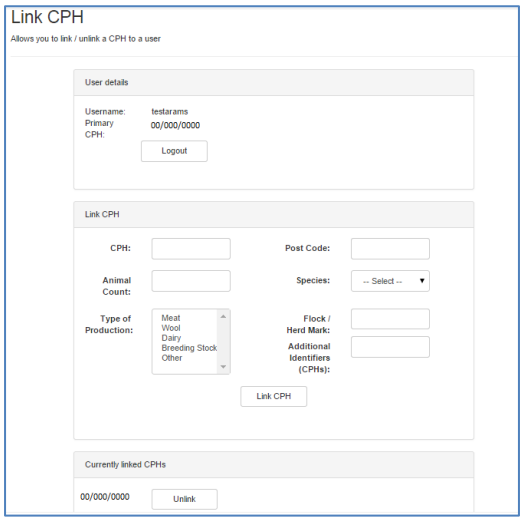
15.1 Linking a CPH

If you wish to link another CPH number to your main holding, you can do this by logging into the farmer's portal and going to the tab **Link other CPHs**. Please note you will be asked to log in again to continue.



Once logged in again, the following sections will be available:

- User details
- Link CPH
- Currently linked CPHs.



The **User details** section will show your username and your primary CPH number. There is also an option to Logout of Link other CPH section of the portal, if you do not wish to continue.

In the **Link CPH** section you will need to enter the CPH number and post code you wish to link to your main holding. You can then enter the following information regarding the new CPH.

- Animal Count:.....The number of animals you have on your holding. This can be reset at any time
- Species:.....Sheep, Goats or Both.
- Type of Production:.....Meat, Wool, Dairy and Breeding (select one or more options).

- Flock/Herd Mark:……UK 244220
- Now click **Link CPH**

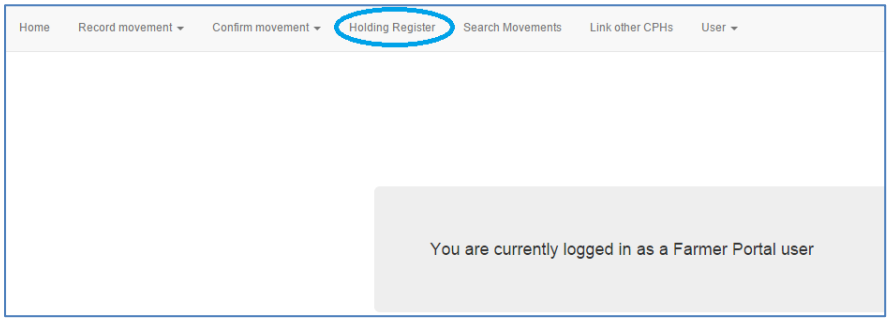
The last section indicates the CPH number/s you currently have linked to your main holding. You will have the option to unlink any of the CPH numbers you have previously linked by clicking the **Unlink** button.

Once you have completed the registration process, you will be able to access the holding register by logging into the Farmers Portal.

16. Holding Register

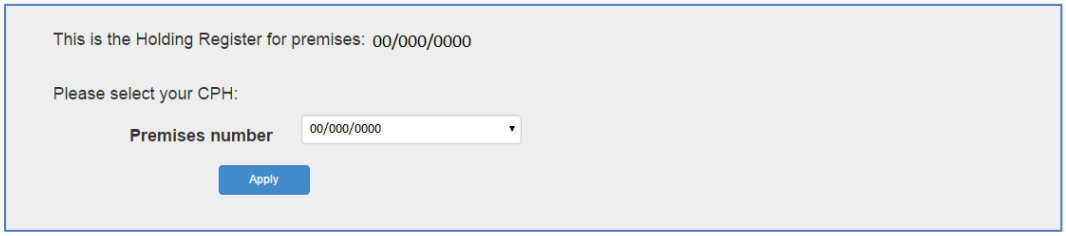
It is important to note that you must keep a separate holding register for any land that you own with a unique CPH number, where you may keep sheep or goats, or other land (e.g. temporary grazing) where you keep (exclusively) sheep or goats. Your holding register records for each CPH must go back 3 years from the last day when an animal is referred to in a movement record, dies or leaves the holding.
Once you start using the ARAMS Electronic Holding Register you should retain your previous paper register for at least 3 years.

On the top menu bar of the Farmers portal you will now have the option to select **Holding Register** (see the image below).



16.1 Home

When you have accessed the Holding Register via the Farmers Portal, you will be asked to select your CPH number. The CPH numbers you can see will depend on the CPH numbers you have linked to your main holding. You can then select the premises number from the drop down box and click apply (see the image below).



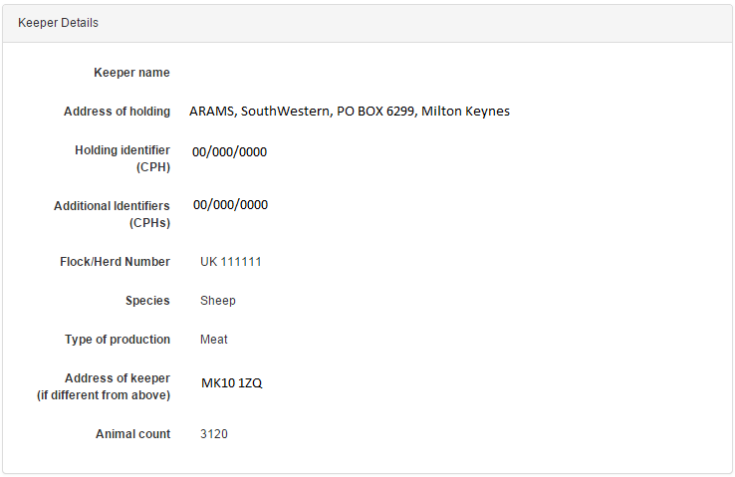
Select the date range that you want to view; it defaults to 6 months from today on your first login.

If you manually change the Start Date and leave the End Date blank – it will automatically populate the End Date to Start Date + 6 months or today whichever comes first. If you manually change the End Date and leave the Start Date blank – it will automatically populate the Start Date to End Date – 6 months. It will allow you to manually populate both date fields with any time period i.e. 12 months. If you need to see data for a different date range then you must change the date range on this Home screen and press the Apply button before selecting the tabs you wish to view or edit.

You will be able to view all dates up to 3 years for the Replacements, Birth, Deaths, Off Movements and On Movements.

16.2 Keeper Details

The keeper's details will show all your information (see the image below).



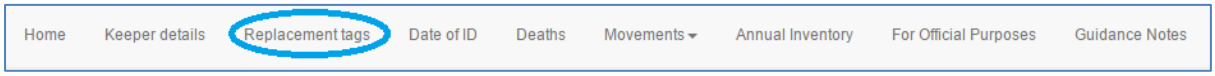
If you need to change your details such as name, address or CPH number you will need to contact your local APHA office. Please note any amendments can take up to 72 hours to update. You can amend any other details such as Animal count, Type of production, Species etc. by going to the **Edit HR status** in the Farmers Portal.

16.3 Additional Identifiers

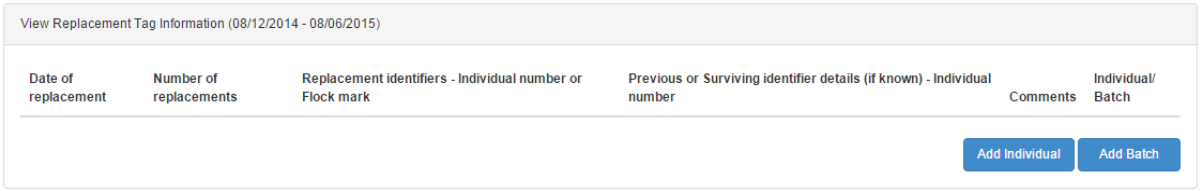
This is for any additional CPH numbers that you use for frequent adjacent moves – land that you move your animals to/from on foot that has a different CPH number and or that shares a common boundary. You will be able to record these for your reference.

16.4 Replacement Tags

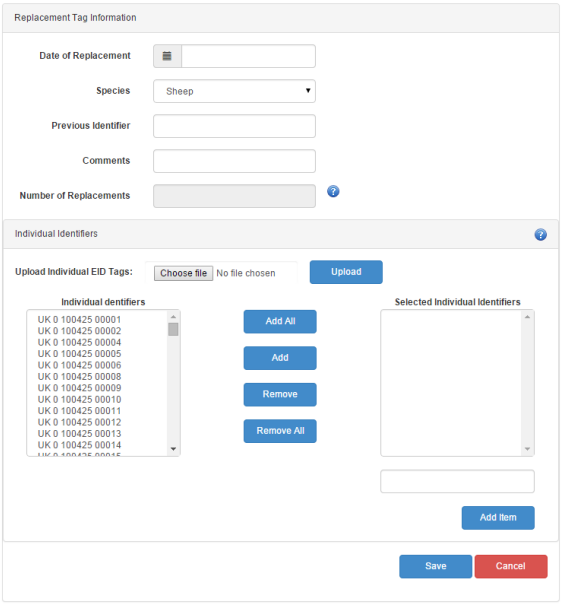
The Replacement tags tab will allow you to view, edit and record Replacement Tag on your holding register.



The replacement tags screen is an overview of all of the information provided within the date range you selected.
If you need to add new replacement tag information, click the **Add Individual** button for individual tag numbers or **Add Batch** for recording a batch of replacement tags.


View Replacement Tag Information (08/12/2014 - 08/06/2015)
Date of replacement
Number of replacements
Replacement identifiers - Individual number or Flock mark
Previous or Surviving identifier details (if known) - Individual number
Comments
Individual/ Batch
Add Individual
Add Batch

Add Individual will allow you to enter the replacement tag(s).

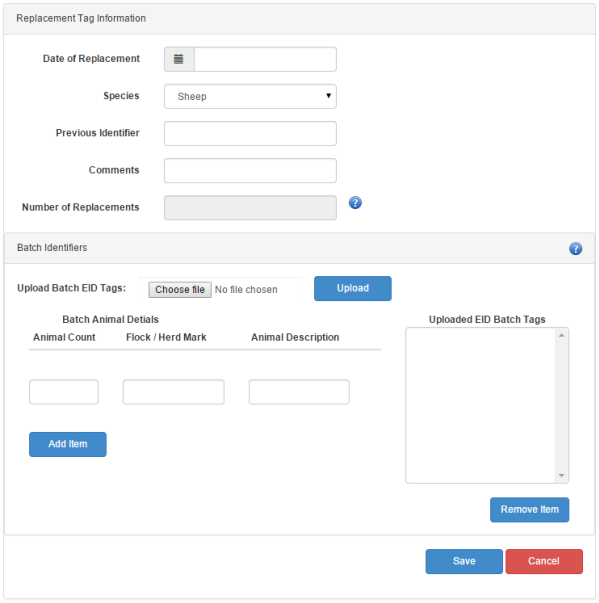


- Date of replacement: .....Enter the date of when the tag has been replaced.
- Species: .....Select the species of the animal
- Previous identifiers: .....Enter the tag number you are replacing (if known).
- Comments: .....Any comments regarding the replacement of their tags.
- Number of replacements: ....This field is greyed out so you will not be able to enter any information. The system will automatically enter the number of replacements you are making once you have added the replacement identifiers.
- Replacement Identifiers: .....This is a drop down list of EID tags number you have allocated to your account (i.e. tags that you have ordered and received from your supplier). It also allows you to upload a list of tag numbers in the Upload Individual EID Tags upload.

To move a replacement identifier over to selected identifiers, simply click on the tag and press add. If you select the incorrect one and wish to move it back, click on the tag and press remove. After you have entered all of the relevant information, you can click on the save button. This will create a

record on your holding register, you can also cancel the replacement at any time by just clicking on the cancel button next to the save button.

Add Batch will allow you add replacement tags as a batch rather than individual tags in cases where you do not know the animal's individual tag number.

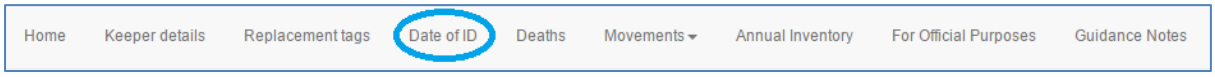


- Date of replacement: .....Enter the date of when the tags have been replaced.
- Species: .....Select the species of the animals
- Previous identifiers: .....Enter the tag number you are replacing (if known).
- Comments: .....Any comments regarding the replacement of their tags.
- Number of replacements: ....This field is greyed out so you will not be able to enter any information. The system will automatically enter the number of replacements you are making once you have added the replacement identifiers.
- Batch Identifiers: .....This allows you to upload a batch of tag numbers if available or allows you to select the number of animals, the flock/herd mark for that batch and a description.

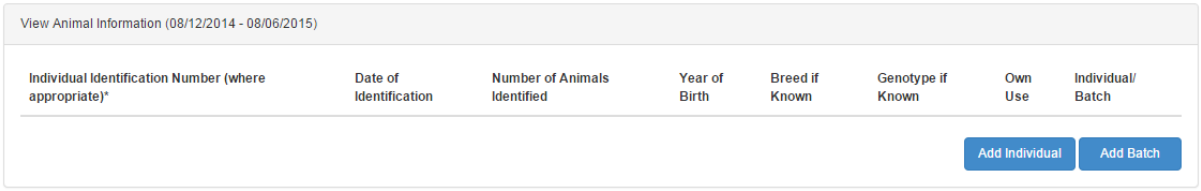
Click the **Replacement Tags** menu to see an overview of the information that you have just added.

16.5 Date of ID

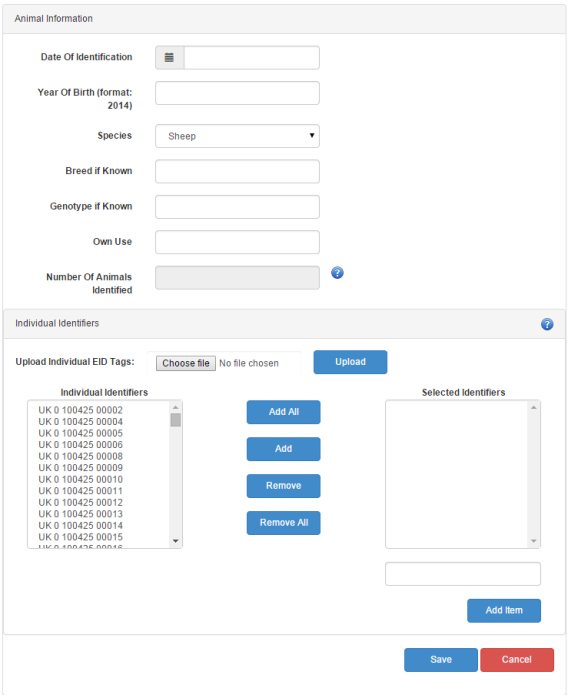
Date of ID will allow you to record, view, and edit Births on your holding register.



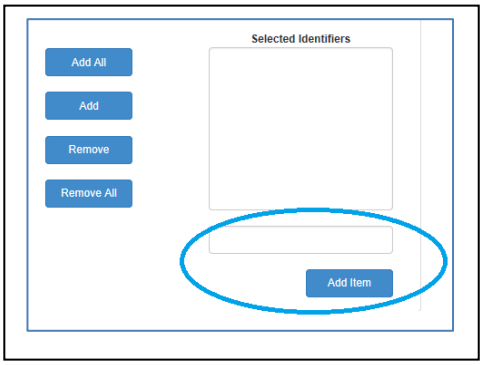
The Date of ID information screen is an overview of all the information within the date range you have selected. If you need to add new information to this page, click the **Add Individual** button for individual tag numbers or **Add Batch** for recording a batch.



Add Individual will allow you to enter the new ID/birth information into the fields provided.



- Date of Identification: .....Enter the date when the animal was tagged
- Year of Birth: .....Enter the animal's birth year. The format of this field is YYYY.
- Species: .....Select either Sheep or Goat
- Breed if Known:.....Enter if known.
- Genotype if Known: .....Enter if known.
- Own Use:.....Enter any further comments.
- Number of Animals Identified:.....This field is greyed out so you will not be able to enter any information. The system will automatically enter the number of animals that have been born by calculating the tags.
- Individual Identifiers: .....The list of EID tags number you have allocated to your account. The drop-down list will contain a list of tags provided by ETAS to your tag supplier for tags they have supplied to you and linked to the CPH that haven't already been used in a movement or birth since signing up for the holding register.

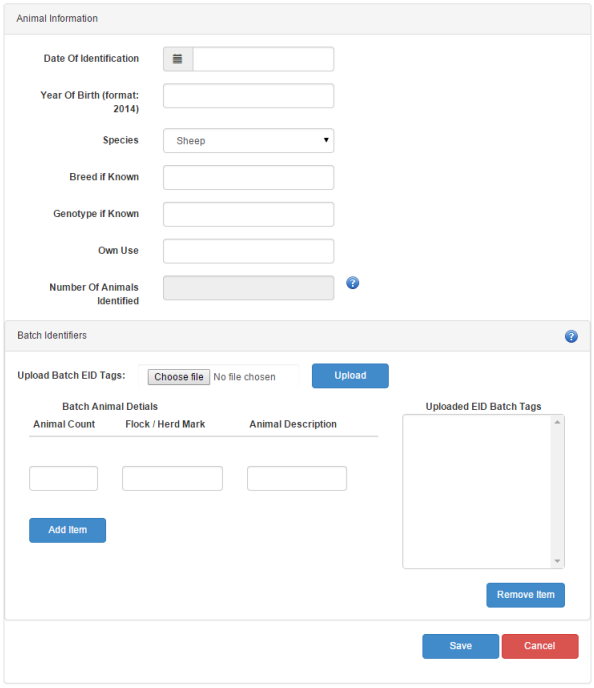


If the tag does not appear in the drop-down list use the empty field to the right to enter the tag number yourself and click add.

You can also use this field to enter the number of slaughter tags of you flock/herd mark number you have applied.

Please note you will not be able to use the drop-down field if there is any text left in the box (circled above) and any tag number selected will be ignored.

Add Batch will allow you to identify animals as a batch

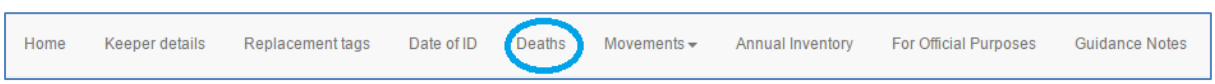


- Date of Identification: .....Enter the date when the animal was tagged
- Year of Birth: .....Enter the animal's birth year. The format of this field is YYYY.
- Species: .....Select either Sheep or Goat
- Breed if Known:.....Enter if known.
- Genotype if Known: .....Enter if known.
- Own Use:.....Enter any further comments.
- Number of Animals Identified:.....This field is greyed out so you will not be able to enter any information. The system will automatically enter the number of animals that have been born by calculating the tags.
- Batch Identifiers..... Here you can upload a file of the batch animal tags or enter as the number of animals, the flock/herd mark of the batch and an animal description.

Click the **Date of ID** menu to see an overview of the information that you have just added.

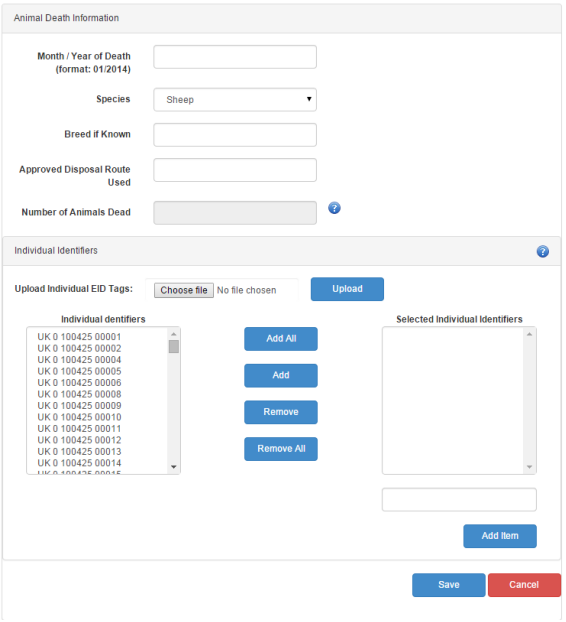
16.6 Deaths

Deaths will allow you to view, edit and record Death records on your holding register.



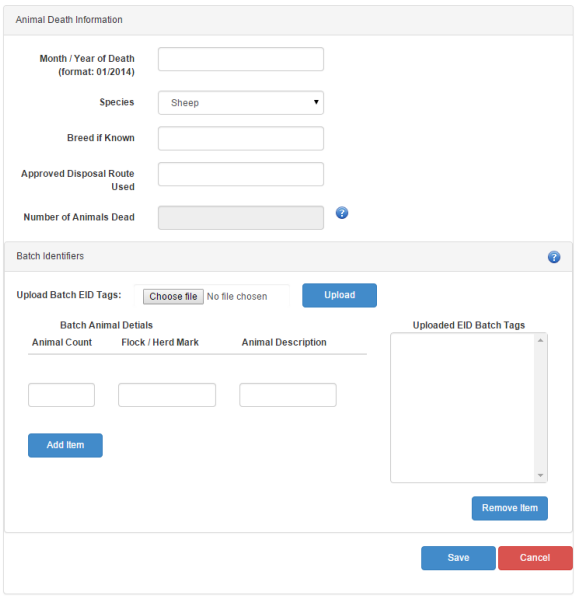
The death screen is an overview of all the information provided within the date range you have previously selected. To add information to this page, click the **Add Individual** button to add death of individual animals or **Add Batch** to record the deaths of a batch of animals.

Add Individual means you will need to enter the Animal death information into the fields provided.



- Month/Year of Death:..... Enter the date of death of an animal in the following format MM/YYYY
- Species:.....Select the animal species.
- Breed if known:.....Enter the animals breed.
- Approved Disposal Route Used:...Enter how the animal/s where disposed of (optional).
- Number of Animals Dead:.....This field is greyed out so you will not be able to enter any information. The system will automatically enter the number once you have selected the Individual Identifiers.
- Individual Identifiers: ..... List of EID tag numbers you have allocated to your account. Move the individual Identifier for the animal that is dead by simply clicking on the tag and press add. If you select the incorrect one and wish to move it back, click on the tag and press remove. After you have entered all of the relevant information, you can click on the save button. You can select more than one tag at a time but holding the 'Ctrl' button on the keyboard as you select the tags on the list.

Add Batch allows you to add a batch of animal deaths for times when the individual number is not known.



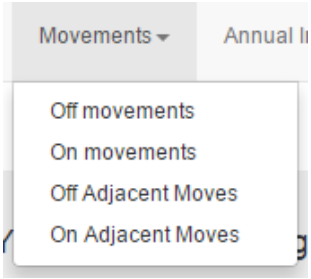
- Month/Year of Death:..... Enter the date of death of an animal in the following format MM/YYYY
- Species:.....Select the animal species.
- Breed if known:.....Enter the animals breed.
- Approved Disposal Route Used:...Enter how the animal/s where disposed of (optional).
- Number of Animals Dead:.....This field is greyed out so you will not be able to enter any information. The system will automatically enter the number once you have selected the Individual Identifiers.
- Batch Identifiers:..... This allows you to upload a list of batch animals or you can record the deaths as the number of animals in the animal count box, their flock/herd mark and a description of the animals.

Click the **Death** menu to see an overview of the information that you have just added.

16.7 Movements

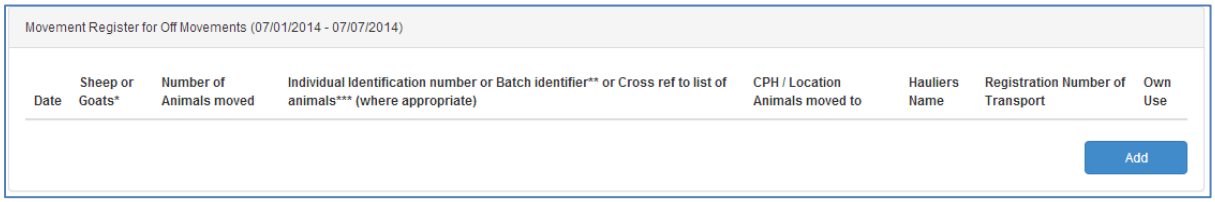
Movements will allow you to view, edit and record OFF and ON Movements and OFF and On Adjacent Movements on your holding register.

Select the **Movement** menu to show the drop down box



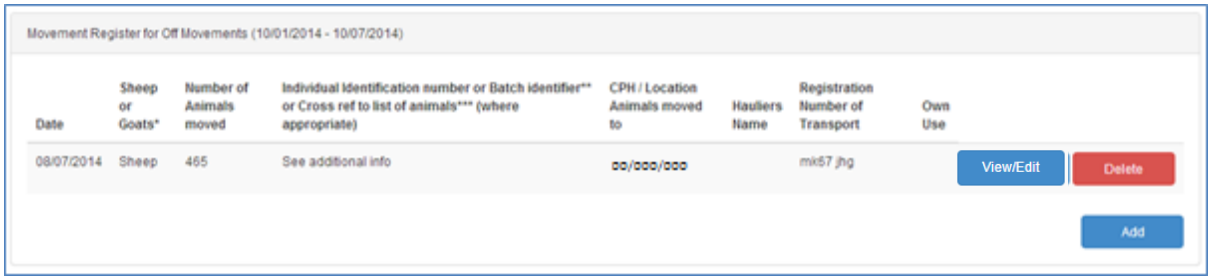
16.7.1 Off Movements

Off movements (from your holding) is an overview of all information provided within the date range you previously selected. To add more information click the **Add** button.


Movement Register for Off Movements (07/01/2014 - 07/07/2014)
Date
Sheep or Goats*
Number of Animals moved
Individual Identification number or Batch identifier** or Cross ref to list of animals*** (where appropriate)
CPH / Location Animals moved to
Hauliers Name
Registration Number of Transport
Own Use
Add

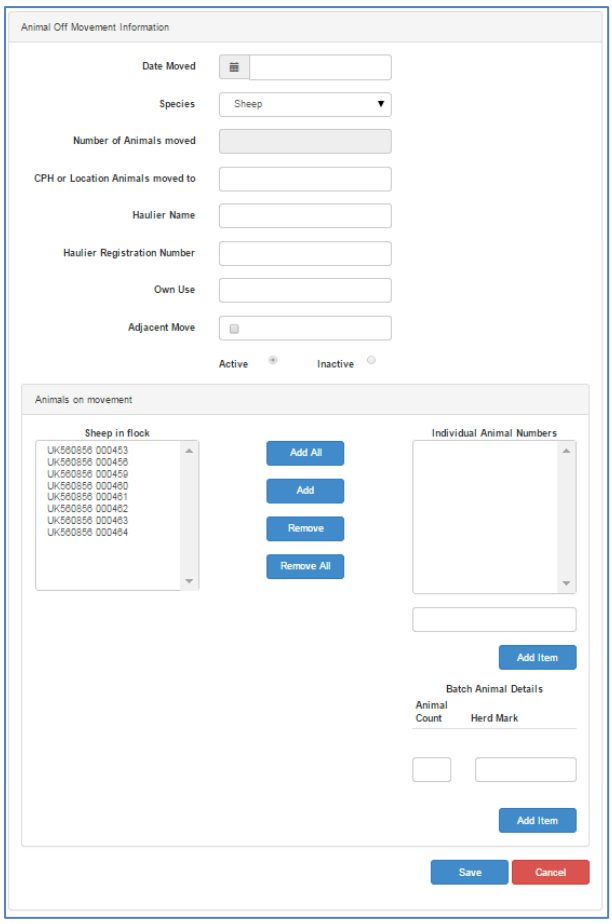
This information may have been updated (created) automatically via Markets, Abattoirs, Collection Centres and Assembly Centres who received your animals if you have selected this option otherwise you will need to enter/update the information manually yourself.

Once a movement has been created, a list of movements will appear in the Movements section of your register and the underlying detail including any list of tag numbers can be viewed and amended by clicking on the **View/Edit** button (or removed by clicking on the Delete button).



** flock/herd mark(s) only for slaughter animals
*** this list might be with the outgoing movement document, or it may be a list sent back to you by a CPRC

If you have not selected to have the automatic uploads, click on the **Add** button and manually input the information.



- Date Moved:..... Enter the date of the movement.
- Species: ..... Enter the species of the animal
- Number of Animals moved: ..... This field is greyed out so you will not be able to enter any information. The system will automatically enter the number of animals being moved.
- CPH or Location animals moved to: .... Enter your CPH.
- Haulier Name: ..... Enter the haulage company name or the individual transporting the animal(s).
- Haulier Registration Number: ..... Enter the vehicle registration number used for transport.
- Own Use: ..... You can enter your own comments.

- Adjacent move: ..... Tick the box to select if the move is either an active move or an inactive adjacent move.

  These adjacent moves are moves that you have to *record* in your register but for which, subject to certain conditions, you do not have to *report* via ARAMS.

  See below (page x) for a more detailed explanation.

  An *active move* means that the move will always be displayed at the top of the Movement Register.

An *inactive move* means that the move will not be displayed at the top of the Movement Register (it will appear according to the date it was first created).

- Animals on movement: ..... You will view the list of EID tags you have allocated to your account.

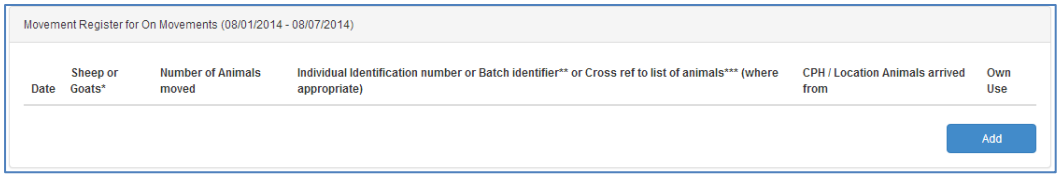
  If any of these are included in the movement you can move the individual Identifier for the animal(s) to the animal numbers box by simply clicking on the tag and press **Add**. You can select more than one tag. If you select/add the incorrect one and wish to move it back, click on the tag and press **Remove**.

  If it is an 'adjacent move' - depending on the scenario it may not be possibly to precisely state which animals in the flock/herd are subject to this provision and so enter their individual tag numbers here – in which case you may enter the approximate numbers and flock/herd marks. See the guidance below.

- After you have entered all of the relevant information, you can click on the **Save** button

16.7.2 On Movements

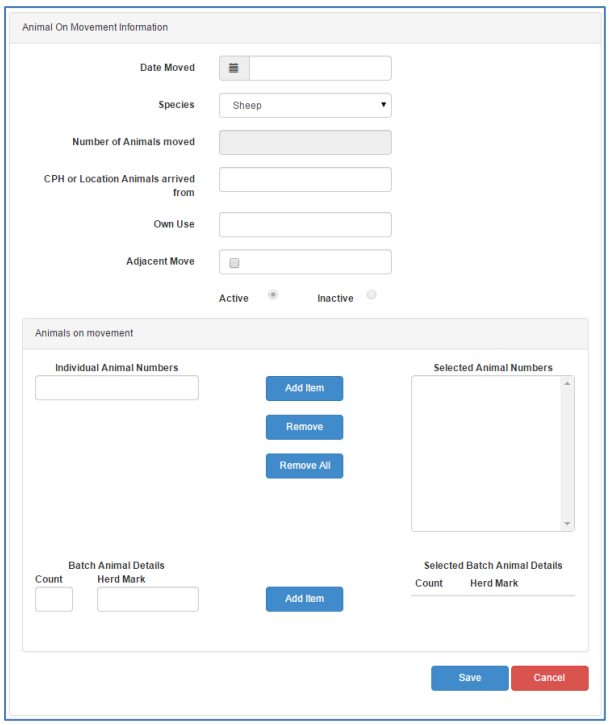
The On Movements will allow you to view, edit and record On Movements records on your holding register and will be an overview of all information provided within the date range you previously selected.


Movement Register for On Movements (08/01/2014 - 08/07/2014)
Date
Sheep or Goats*
Number of Animals moved
Individual Identification number or Batch identifier** or Cross ref to list of animals*** (where appropriate)
CPH / Location Animals arrived from
Own Use
Add

** flock/herd mark(s) only for slaughter animals
*** this list might be with the outgoing movement document, or it may be a list sent back to you by a CPRC

If you have selected the option to have your movements updated automatically they will appear in the movement register on movements list. These movements can be amended once they have been downloaded into your register.

If you have not selected to have the automatic downloads then you will need to click on the **Add** button and manually input the information.



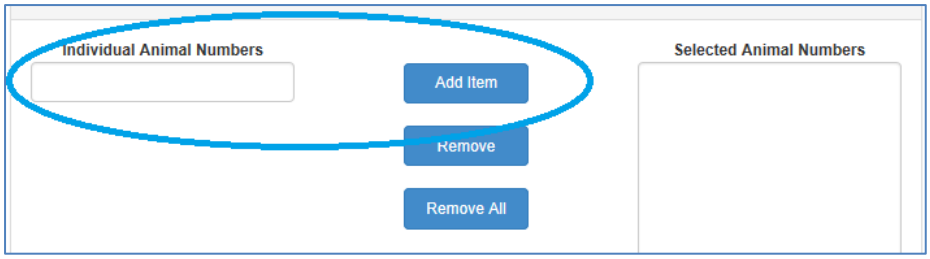
- Date Moved:..... Enter the date of the movement.
- Species: ..... Enter the species of the animal
- Number of Animals moved: ..... This field is greyed out so you will not be able to enter any information. The system will automatically enter the number of animals being moved.
- CPH or Location animals arrived from: .... Enter your CPH.
- Adjacent move .....Tick the box to select if the move is either an active move or an inactive move. These adjacent moves are moves that you have to record in your register but for which, subject to certain conditions, you do not have to report to ARAMS.

  See below for a more detailed explanation.

  An *active move* means that the move will always be displayed at the top of the Movement Register.

  An *inactive move* means that the move will not be displayed at the top of the Movement Register (it will appear according to the date it was first created).

- Animals on movement: Enter the Individual Animal Number and click **Add Item**.



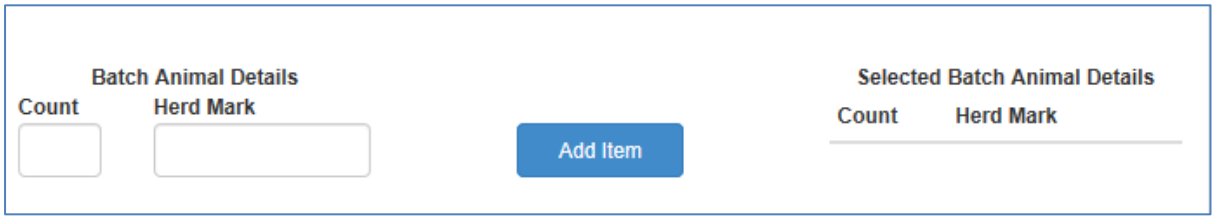
If you enter an incorrect number press **Remove** and edit the number. After you have entered all of the relevant information, you can click on the **Save** button.

If you do not have the Individual Animal Numbers there is an option to batch the animal(s).

Count: Number of animals moved
Herd Mark: Herd number

An example where you may wish to do this is if it is an 'adjacent move' – where depending on the scenario it may not be possibly to precisely state which individual animals in the flock/herd are subject to that provision and so to enter their individual tag numbers here – in which case you may enter the approximate numbers and flock/herd marks. See the guidance below.

Select **Add Item**



You can enter more than one [herd] mark by selecting again the 'Add item button'.

The total will be automatically calculated in Number of Animals moved in addition to any Individual Animal Numbers. Click **Save** to create the record of the On Movement.

16.7.3 Adjacent moves

Where you have animals that move frequently to an adjacent or nearby holding that has a different CPH number you are permitted to record that fact in the holding register without having to report the movements to ARAMS but only so long as the movements:

- are frequent
- are on foot (i.e. you don't transport the animals in any vehicle)
- do not involve contact with other livestock

Examples of such moves where it would be impractical to report each animals move to/from a different CPH are regular moves to allow animals to graze in a:

- neighbor's field that shares a gate with yours
- neighbor's field you use for grazing across the road from yours where you keep your animals

In these scenarios you can create a 'standing entry' in the off/on movements section of your holding register to record:

- that such a move takes place
- the frequency of the move

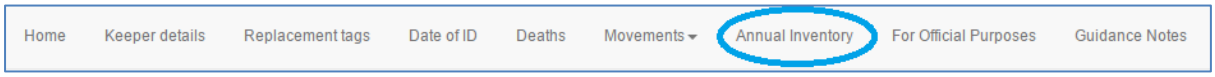
- The CPH numbers of the land the animals are moved from and to.

You don't need to record precisely which animals are moved where that is impractical.

Under this option you should select the 'active' button if you are using the adjacent move facility. This will ensure that the standing entry that you create will always appear at the top of your OFF or ON movements sections so that an inspector examining your records can appreciate that and will not think that you have failed to report moves if they are examining your movement reports on ARAMS.

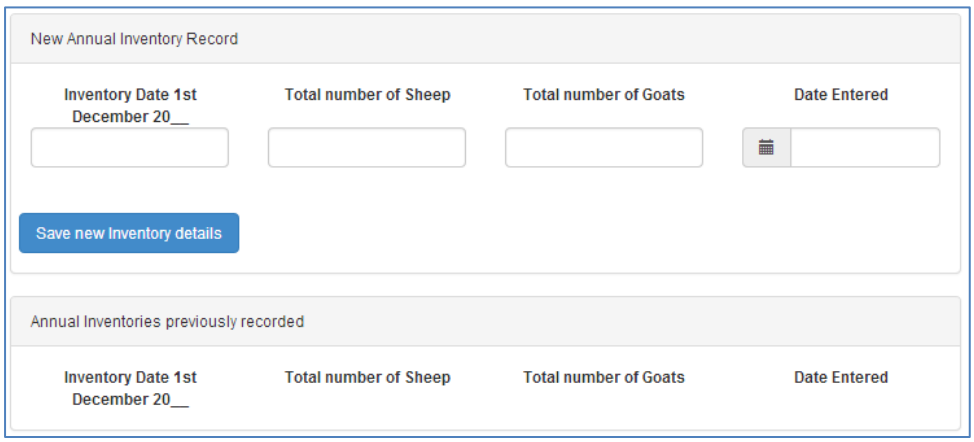
16.8 Annual Inventory

Annual Inventory should be completed at the end of the year between the 1st and 31st of December to comply with legal requirements. This record will show how many animals you have within your business. This should be used for inspection purposes.



Inventory Date 1st December 20__:..... Enter current year for example 2014
Total number of Sheep: ..... Total number of sheep within your business
Total number of Goats:..... Total number of goats within your business
Date Entered:..... Date the annual inventory has been carried out

Click **Save New Inventory details**.



Keeping an accurate holding register, including completing the annual inventory as at 1st December is a cross compliance Statutory Management Requirement - (SMR 8).